

AMERICAN KINESIOLOGY ASSOCIATION

Preamble

Kinesiology is the academic discipline which involves the study of physical activity and its impact on health, human performance, society, and quality of life. It includes, but is not limited to, such areas of study as exercise science, sports management, athletic training and sports medicine, socio-cultural analyses of sports, sport and exercise psychology, fitness leadership, physical education-teacher education, and pre-professional training for physical therapy, occupational therapy, medicine, and other health related fields.

The American Kinesiology Association (AKA), founded in 2007, promotes and enhances kinesiology as a unified field of study and advances its many applications. AKA does this by advocating for kinesiology at national and international levels as well as by supporting its member departments by providing resource materials and leadership and educational opportunities for university administrators in kinesiology. The AKA Leadership Workshop, held annually in late January, provides kinesiology administrators and faculty an opportunity to discuss and explore emerging trends and challenges impacting the academic discipline of kinesiology and to strengthen leadership skills in managing our kinesiology departments and schools in higher education. The annual workshop brings together the largest assembly of kinesiology administrators focused on current issues related to leading and managing our departments and schools.

AKA does not solicit or accept individual memberships, rather it is a department-member organization. Departments of Kinesiology or academic units that house kinesiology programs (including programs in exercise science, sport studies, human performance, sport management, etc.) are invited to join AKA.

BYLAWS OF THE AMERICAN KINESIOLOGY ASSOCIATION

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Articles

Article 1 – Name of Organization

The name of the organization shall be the *American Kinesiology Association* (AKA).

Article 2 – Purpose

The purpose of AKA is to promote and enhance kinesiology as a unified field of study and advance its many professional applications.

Article 3 – Fiscal Year and Operational Year

Section 3.1 Fiscal Year – The AKA Fiscal Year begins on April 1 of one year and ends on March 31 of the next year. All financial transactions (income and expenditures) occurring within this 12-month period are part of the same fiscal year.

Section 3.2 Operational Year – The appointments for all AKA officers and committees are based on the operational year which begins February 1 of one year and ends of January 31 of the next year.

Article 4 – Membership Types

Section 4.1 Academic Membership – Membership in AKA shall be limited to academic units offering kinesiology-related degree programs within higher education. Memberships are based on four degree levels: (1) associate's degree; (2) bachelor's degree; (3) master's degree; and (4) doctor's degree. Membership type is designated according to the highest degree awarded by the member academic unit. Benefits do not differ across membership types. Administrators and faculty members from member academic units are eligible to serve in elected offices and be appointed to committees.

Section 4.2 Scholarly/Professional Society Affiliates – Scholarly/Professional Societies may be invited to join AKA as affiliate members upon approval by the Executive Committee.

Section 4.3 Membership Requirements –The Board of Directors establishes requirements for membership.

Article 5 – Officers

The officers of the organization, which constitute the Executive Committee, shall consist of six elected and three *ex officio* officers. *Ex officio* officers do not vote. The elected positions are President, President-Elect, Past President, Secretary, Treasurer, and Member-at-Large. The *ex officio* officers are Executive Director, Business Manager, and *Kinesiology Today* Editor. The Executive Director, Business Manager, and *Kinesiology Today* Editor are independent contractors. The Executive Director, Business Manager, and *Kinesiology Today* Editor also serve as *ex officio* non-voting members of the Board of Directors and the Steering Committee. Responsibilities for the Executive Committee include, but are not limited to, calling for nominations and recommending new Board of Directors members; governance (including reviewing and recommending bylaws revisions), developing new initiatives and projects, and overseeing AKA's budget and financial health.

Section 5.1 Eligibility to Serve as an Officer – Nominees for elected offices must be current or past members of the Board of Directors. Nominees are sought for the positions of President-Elect, Secretary, Treasurer, and Member-at-Large as required by terms of office. The Executive Committee serves as the *Ad Hoc* Nominating Committee for the Board's selection of new officers. Any current officer nominated for another Executive Committee position will not participate in discussions for the selection of that position.

Section 5.2 Approval of Officers – Following solicitation of nominees, the Executive Committee will recommend a slate of officers to the Board of Directors for a vote. At least six months prior to the end of operational year, the Board of Directors will vote on the slate of incoming officers. Once approved, incoming officers are invited to attend Board of Directors and Executive Committee meetings as non-voting members until the start of the next operational year. In the event the Board of Directors does not approve the slate, the Executive Committee will conduct subsequent rounds of nominations and recommendations.

Section 5.3 Terms of Office – The President-Elect shall be elected annually. The President-Elect serves one year and then rotates to President during the following year and then to Past President

during the third year. The Secretary shall be elected for a two-year term that begins on even-numbered years. The Treasurer shall be elected for a two-year term that begins on odd-numbered years. The Member-at-Large shall be elected for two-year terms that begin on odd-numbered years.

Section 5.4 Reporting Requirements – Officers will prepare an annual report for distribution at the annual meeting of the AKA Board of Directors held each January. In addition, each officer will annually review the operating code for the position and recommend revisions to the Executive Committee. Operating codes may specify additional reporting requirements for each position.

Section 5.5 Executive Director – The Board of Directors shall advertise for and contract with an Executive Director who is to conduct the day-to-day activities of the organization.

Section 5.5(1) Selection of the Executive Director – Candidates for the position of Executive Director will be initially screened by the Executive Committee. The Executive committee will present candidates, generally at least two, for review by the Board of Directors. The Board of Directors vote on selection of the Executive Director. Approval requires a simple majority of votes submitted by a quorum of the Board of Directors. Upon approval, the President with assistance from the Business Manager will draft a contract.

Section 5.5(2) Reporting Requirements – The Executive Director will prepare an annual report for distribution at the annual meeting of the AKA Board of Directors. In addition, the Executive Director will annually review the operating code for the position and recommend revisions to the Executive Committee.

Article 6 – Board of Directors

The Board of Directors will consist of 15 members in addition to the President, President-elect, Past President, Secretary, Treasurer, and Member-at-Large (the six voting members of the Executive Committee), so that the total number of members on the Board of Directors is 21.

Section 6.1 Term of Board of Directors – With the exception of the Executive Committee members who have specific terms of appointment, the other 15 members of the Board of Directors serve staggered 3-year terms so that one-third of the Board members change each operational year.

Section 6.2 Board of Directors Membership – The Executive Committee is responsible for soliciting nominations for new Board of Directors members and presenting a slate of nominees to the Board for a vote. On behalf of the Executive Committee, the Executive Director solicits recommendations from all member units, affiliate member organizations, and current members of the Board of Directors. The Executive Committee prepares the slate of nominees from those individuals recommended. The Executive Committee will consider institutional types and sizes, levels of degree programs, geographic locations, and kinesiology sub-disciplines in selecting nominees to ensure membership balance on the board. The Board of Directors will vote on the slate of new members as presented by the Executive Committee.

Section 6.3 Meetings and Business – Not less than once per year, the Board of Directors will convene to conduct the business of the association. Board of Directors members will be expected to provide a portion of their expenses to attend the annual meeting. Business affairs may be transacted either by mail or electronic ballot or at the annual meeting by a quorum. A quorum is considered 2/3 of the Board of Directors. Voting by proxy is prohibited.

Article 7 – Committees

AKA recognizes three types of committees—steering committee, standing committees and *ad hoc* committees.

Section 7.1 Steering Committee – The Steering Committee is composed of the members of the Executive Committee plus the chairs of the Standing Committees. Steering Committee has a quarterly

conference call scheduled by the President who chairs the committee. The President may also invite chairs of *ad hoc* committees, selected Board members, or others.

Section 7.2 Constitution of Standing Committees - Most of the association's work is done through the Standing Committees. The number of members assigned to each Standing Committees is determined by the Executive Committee. Members of Standing Committees must be administrators or faculty members from academic units holding AKA membership. Standing Committee Chairs must be current or past members of the AKA Board of Directors. All Standing Committees report to the Executive Committee.

Section 7. 2(1) Standing Committees

(1) Communication and Marketing Committee – To support and promote the communication and marketing activities of the association.

(2) Diversity, Equity, and Inclusion Committee – To support and promote diversity, equity, and inclusion in all its forms within the field of kinesiology.

(3) Membership Committee – To recruit new members and support retention of existing members.

(4) Publications Committee – To support the publications of the association (e.g., *Kinesiology Today* and the annual special edition of *Kinesiology Review*).

(5) Student Awards Committee – **To select winners for competitive student awards and enhance AKA's student recognition initiatives.**

(6) Workshop Planning Committee – To organize and implement the annual leadership workshop. The goal of the workshop is to provide opportunities for current, future, and past kinesiology administrators to meet to discuss topical issues related to administration and leadership.

Section 7.3 Standing Committee Meetings – There shall be one regular annual meeting of the Standing Committees at the annual AKA leadership workshop. Committees will hold a conference call at least once per quarter to conduct business of the committee and pursue formal and/or informal goals established by the committee. Minutes of the committee meetings are distributed to committee members, the Executive Committee liaison, and the Executive Director.

Section 7.4 Committee Reporting Requirements – Standing Committee Chairs prepare a mid-year report for the Executive Committee and an annual report for distribution at the annual meeting of the Board of Directors. In addition, the Operating Code for each committee is reviewed annually and revisions are recommended to the Executive Committee as needed.

Section 7.5 Ad-hoc Committees – *Ad hoc* committees are appointed by the President with the approval of the Executive Committee. *Ad hoc* committees can be formed to address current needs as determined by the Executive Committee. The terms of *ad hoc* committees typically are for one operational year unless renewed or extended by the Executive Committee.

Article 8 – Resignation, Removal, and Replacement of Officers and Committee Members

AKA officers and members of standing committees who wish to resign from their position do so by submitting a letter to the Executive Director and President. In the event of just cause (e.g., non-participation, conflict of interest, not from an AKA member academic unit), an officer or a committee member may be removed by action of the President with approval of the Executive Committee. In the event of death, resignation, or removal of an officer or a committee member, the President will make an

appointment, with approval of the Executive Committee, for the remainder of the vacated term of office.

Article 9 – Dues and Income Resources

AKA membership dues are for 12 months from September 1 to August 31. Academic units may join AKA at any time during the calendar year and will be charged according to the current proration policy. The Board of Directors sets the membership dues. The Executive Committee, working with the Executive Director, is responsible for developing additional income sources, including commercial and academic sponsorships for the annual leadership workshop and other activities.

Article 10 – Financial Management

All receipts and disbursements shall be managed by the Business Manager. In addition to the Business Manager, the Executive Director and the Treasurer will have access to the AKA bank account. An external review of AKA funds by a qualified professional will be conducted immediately at the end of the fiscal year in odd numbered years. The results of the audit are to be submitted to the President and then to the Board of Directors.

Article 11 – Conflict of Interest

At the beginning of any meeting, Board of Directors members and committee members shall disclose any conflict of interest. If a conflict of interest exists with any issues on the agenda, the member will abstain from participating in the discussion and voting on any related issues. The minutes of the meeting shall reflect the disclosure made.

Article 12 – Nondiscrimination

The officers, Board of Directors, and contractors of this corporation shall be selected in a non-discriminatory manner. The AKA is committed to diversity, equity, and inclusion in conducting its professional functions.

Article 13 – Operating Code and Policies

AKA may adopt operating codes and policies for the conduct of its affairs that are consistent with the bylaws. Operating codes clarify the roles and responsibilities of the officers and standing committees. Policies specify the rules and procedures for implementing the bylaws and operating codes. Revisions to operating codes and policies shall be made by the Executive Committee following a 14 calendar-day opportunity to receive input from the Board of Directors. Notice to the Board of Directors may be written or in digital format. A simple majority vote of the Executive Committee is required to adopt or revise operating codes or policies.

Article 14 – Revisions and Amendments to Bylaws

Revisions and amendments to the bylaws will be adopted following a 2/3 majority vote for approval by the Board of Directors. Notification of proposed revisions and amendments to bylaws shall be made in written or digital formats at least 14 calendar days prior to a vote. Voting can be in person or by electronic communication.

Article 15 – Voting

A quorum is required for all voting and is constituted by 2/3 of the total number of eligible voters on the committee or board. Unless specified otherwise in the bylaws, all votes require a simple majority. No voting by proxy is allowed.

Adopted by electronic vote on August 6, 2021.